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Department of State

# **A Guide to Doing Business With the Department of State**

**May 1990**



Department of State Publication 9335  
Bureau of Management  
Office of Small and Disadvantaged Business Utilization

*Revised May 1990*

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## INTRODUCTION

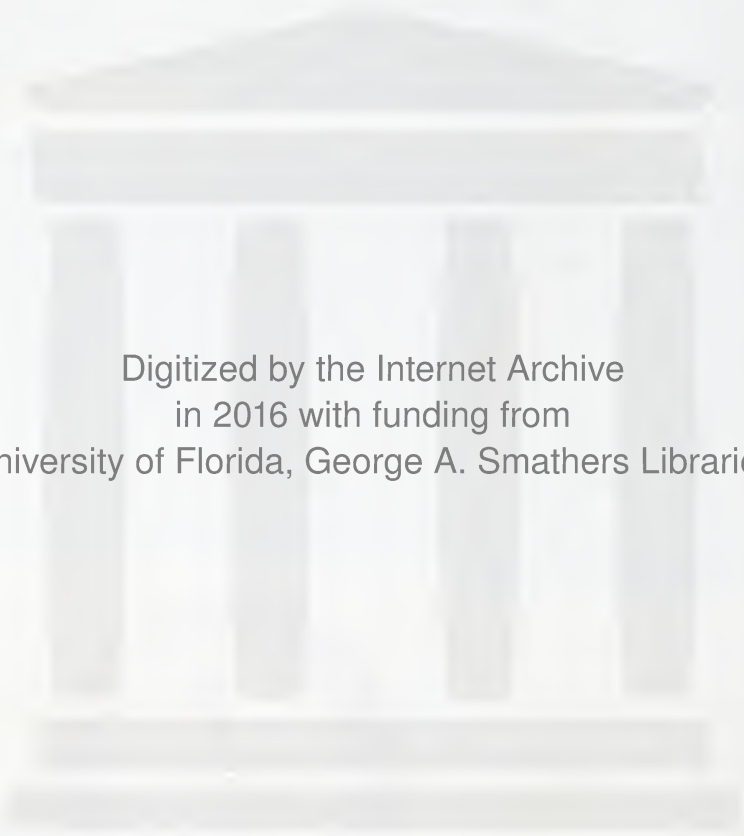
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A *Guide to Doing Business With the Department of State* is designed to familiarize small, minority and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (M/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 212. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507 and Executive Order 12138.

The *Guide* is divided into five sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form which is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues. Section E lists other Department of State publications that may be of interest to the reader.





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## Section A



- **Procurement Program Profile**
- **Acquisition under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**



# Procurement Program Profile

The mission of the Department of State is the making and conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

The Office of Acquisitions is the Department's principal procuring activity. It provides the full range of acquisition services in support of domestic and worldwide operations, i.e., research and development, supplies, equipment, and services.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

## *Research and Development*

Research and development is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications.

## *Supplies and Equipment*

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

## *Services*

- (a) Certain construction management and architectural design services.
- (b) Continuing requirements for maintenance services for communication equipment.
- (c) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (d) General labor services, i.e., moving, messenger, clerical.
- (e) Management studies and surveys relating to mission activities.



All of the procurement activities described above are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address is:

U.S. Department of State  
Office of Acquisitions (OPR/ACQ)  
P. O. Box 9115, Rosslyn Station  
Arlington, Virginia 22209

Other specialized procuring activities are described below:

1. *Foreign Buildings Office*

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government-furnished equipment, are suitable for small business participation.

2. *Foreign Service Institute*

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic, and foreign area fields.

(b) Book and publication procurement is most often directly from publishers.

3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.

4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.

5. *Language Services Division*

Contracts with individual translators and interpreters.

6. *Office of Foreign Missions*

Limited engineering, building maintenance, and renovation business opportunities exist related to the rehabilitation of certain foreign missions property within the United States in the custody of the Department of State. Firms interested in such contract opportunities should contact Mrs. Durie White, Office of Small and Disadvantaged Business Utilization, Department of State, SA-6, Room 210, Washington, D.C. 20522-0602. Telephone (703) 875-6824.



## Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

For each of the fiscal years 1988 through 1992, Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations, pursuant to the Department of State's Supplemental Diplomatic Security Program.

In the area of embassy design and construction, there are currently 55 capital projects planned through 1992. Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for United States contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact LeRoy Wallin at the following address:

Department of State  
A/FBO  
SA-6, Room 411  
Washington, D.C. 20522-0604  
Telephone: (703) 875-6286

Any firm which has a new or innovative product (R&D) which could be used to enhance security at a U.S. Embassy abroad, may contact Rudy Jackson at the following address:

Department of State  
DS/PSD/EV  
SA-6, Room 804  
Washington, D.C. 20522-0608

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Nicholas Mariano of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction

surveillance, and the like, should contact Mr. Wayne Algire at the following address:

Department of State  
DS/ST/CS  
SA-6, Room 777  
Washington, D.C. 20522-0607

For planning purposes, it is projected that during FY-90, architect engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded; Stockholm, Sweden; Jerusalem; Colombo, Sri Lanka; Singapore; Tel Aviv, Israel; Algiers, Algeria; Bangkok, Thailand; Bogota, Colombia; Djibouti, Djibouti; Istanbul, Turkey; Lima, Peru; and Seoul, Korea.

**U.S. Department of State  
Washington, D.C. 20520  
User-Office Contacts**

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

John F. Black  
Departmental Competition Advocate  
(Mailing Address)  
U.S. Department of State  
A/OPE/CA, Room 202, SA-6  
Washington, D.C. 20522-0602

Phone: (703) 875-7042

**Architectural, Engineering and Design Services (Construction)**

Office of Foreign Buildings

Room 302, SA-6

Mr. LeRoy Wallin (Acquisitions) 875-6286

Mr. Richard Natale (Acquisitions) 875-6283

Mr. Charles G. Krips (Acquisitions) 875-6282

Mr. C. Rex Hellmann (A) 875-6184

Mr. Peter Gurvin (D) 875-6115

Mr. Charles Mallett (Minority Business  
Coordinator) 875-6586

**Audio-Visual Services and Products**

a. Publishing Services Division

Room 1754, N.S.

Ms. Rose Grover 647-1082

b. General Services Division

Room B-258, N.S.

Mr. Richard Jimney 647-1634

c. Foreign Service Institute (FSI/AV)

Room C-1, SA-3

Mr. Tom Bash 875-5293

d. Bureau of Diplomatic Security (DS/PLD/TC)

Room 220, SA-11

Mr. Jeff Bozworth 204-6188

## **Building Interior Furnishings (Foreign)**

Office of Foreign Buildings

Room 412, SA-6

Ms. Vivien Woofter

875-6254

## **Building Maintenance and General Services (Domestic)**

(Includes labor services, local transportation services, etc.)

General Services Division

Room 1439, N.S.

Mr. John Silva (transportation)

647-1666

Ms. Shirley Beard (labor services)

647-1666

Office of Operations

a. Facilities Management and Support Services

Room 1481, N.S.

Mr. Tim Arthurs

647-5610

b. Safety Division

Room 2728, N.S.

Stephen Urman

647-4903

## **Building Maintenance and General Services (Foreign)**

Office of Foreign Buildings

Room 939, SA-6

Mr. James Schoonover

875-7025

## **Building Materials/Supplies**

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies and equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke

875-6338

Room 612, SA-6

Mr. Oris Rives

875-6293

Room 411, SA-6

## **Cartographic Services**

Office of the Geographer

Room 8742, N.S.

Mr. William Wood

647-2022

## **Catering Services**

Office of Protocol

Room 1238, N.S.

Ms. Kathleen Mullen

647-1700

## **Communication Equipment/Maintenance Services**

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations  
(IM/SO/TO/MT)

Room 216, SA-21

Mr. Lee Ranier

557-2800

## **Computer Supplies and Accessories**

Office of Information Management  
(IM/SO/DO/FADPC)

Room 1916, N.S.

Mr. D. Barry Leonard

647-7245

## **Construction Services (Foreign)**

Office of Foreign Buildings

Room 411, SA-6

Mr. LeRoy Wallin (Acquisitions)

875-6286

Mr. Joseph Toussaint (Const.

Management) Room 460, SA-6

875-6300

## **Data Processing/Data Entry/Software Services**

### **a. Office of Information Management**

Mr. Edward Courlong (SA-29, Room 200)

647-7258

Mr. D. Barry Leonard (Room 12B63, N.S.)

647-7245

Mr. Yang Kim (SA-29, Room 200)

647-2652

Mr. William Price

647-8300

Mr. Robert Caffrey (Room 44A26, N.S.)

647-1000

Mr. Robert Obenstine (Room 1916, N.S.)

647-3986

### **b. Bureau of Consular Affairs**

Room W-711, SA-1

Mr. Rex Kimbro

663-1113

### **c. Office of Passport Services**

Room 414, SA-17

Mr. James Schwartz

326-6123

### **d. Office of Information Management /Planning and Development SA-7**

Mr. Gary Swapp

644-3248

### **e. Foreign Service Institute**

Room 1017, SA-3

Mr. John Kuschner

875-5417

- f. Office of Operations  
Room 1493, N.S. (OPR/SPF)  
Mr. Paul Fisher 647-3702
- g. Bureau of Diplomatic Security  
SA-10, 6th floor (DS/AO/SYS)  
Ms. Joan Lewis 663-0416

#### **Educational Materials/Supplies**

- a. Office of Overseas Schools  
Room 245, SA-29  
Mr. Ernest N. Mannino 875-7800
- b. Foreign Service Institute  
B-Level, SA-3  
Ms. Jayetta Neal 875-5393

#### **Electronic and Physical Security Services/Equipment**

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

- Bureau of Diplomatic Security  
Room 2513, N.S.  
Mr. Gregory Bujac 647-1032  
Mr. Nicholas Mariano 875-6561  
SA-6, Room 804  
Mr. Steven Klein 663-0721  
SA-10, 7th floor (DS/CMP/SDE)  
Mr. Jim Walsh 644-3313

#### **Engineering Services (Construction)**

- Office of Foreign Buildings  
Mr. Richard Natale 875-6283  
Room 412, SA-6  
Mr. Charles Krips  
Room 412, SA-6 875-6282

#### **Engineering Services (Non-Construction)**

- a. Bureau of Diplomatic Security (DS/CMP/SDE)  
SA-10, 7th floor  
Mr. Steven Klein 663-0721
- b. Office of Information Management/Special Operations  
Room 216, SA-21  
Mr. Lee Ranier 557-2800



## **Furnishings and Appliances, Office and Household\***

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings

Room 412, SA-6

Ms. Vivien Woofter

875-6254

## **International Political and Economic Affairs and Social Science Research**

Bureau of International Narcotics Matters

Room 7336, N.S.

Mr. Tim Henderson

647-1918

## **Labor Services**

General Services Division

Room 1439, N.S.

Ms. Shirley Beard

647-1666

## **Language/Translation Services**

Office of Language Services

Room 2214, N.S.

Mr. Harry Obst

647-1528

## **Library/Subscription Services**

Office of Information Services/Library

Room 3239, N.S.

Ms. Alpha Rose\*\*

647-1875

## **Machine and Equipment Maintenance/Repair**

Office of Operations

Room 1481, N.S.

Mr. Tim Arthurs

647-5610

## **Medical Services/Supplies**

Medical Services

Room 2906, N.S.

Mr. Elmer R. Higgs

647-3616

## **Mental Health Care/Services**

Office of Medical Services

Employee Services Division

Room 2237, N.S.

Ms. Ann Weiss

647-4929

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\*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Mr. Joseph Kozlowski; 875-6018.

\*\*Manages Department's Commercial Library Program.



## **Microfilming/Micrographics**

Office of Information Services/Records Management Staff  
(IM/IS/RA/RM)

Room 1239, N.S.

Ms. Kathleen Lannon

647-6041

## **Overseas Employee Associations**

Manufacturers and distributors interested in selling wholesale grocery products, exchange items and recreational supplies to U. S. Employee Associations overseas should contact:

Mr. Ravi Sikand, Director

Office of Commissary and Recreation Affairs

(OPR/STP/CR)

Room 510, SA-6

(703) 875-6088

(See page A-12 for a list of U. S. Foreign Service posts having U. S. Employee Associations).

## **Publishing, Printing, Reproduction Equipment/Supplies and Editorial Services**

### **a. Office of Information Services**

Room 1758, N.S.

Mr. Howard Gadsick

647-2517

Mr. Theodore R. Mavritte

647-8662

### **b. Bureau of Public Affairs, Public Liaison**

Division

Room 5819, N.S.

Ms. Donna Kreisberg

647-6431

## **Safety and Rescue Equipment**

### **a. Bureau of Diplomatic Security (DS/CMP/SDE)**

SA-10, 7th floor

Mr. Steven Klein

663-0721

### **b. Office of Foreign Buildings**

Room 948, SA-6

Mr. Gilbert Lindley

875-6988

## **Small Purchases**

Office of Acquisitions

Room 528, SA-6

Ms. Ruby Green

875-6019

## **Training\***

- a. Office of Foreign Service Career  
Development and Assignments  
Room 2807, N.S.  
Mr. Marshall F. Atkins  
Mr. Jacques Klein 647-3308
- b. Office of Civil Service Career  
Development and Assignments  
Room 2427, N.S.  
Ms. Theresa A. Manly 647-7252
- c. Office of Equal Employment Opportunity  
and Civil Rights  
Room 4216, N.S.  
Ms. Azucena Vasquez 647-9040
- d. Foreign Service Institute  
Room 901, SA-3  
Mr. Gary D. Crawford (Language) 875-5241  
Ms. Sultana Varvarousis (Clerical/Admini-  
strative) 875-7278  
Dr. Jack Shellenberger (Area Studies) 875-5160  
SA-3, B Level  
Ms. Judy Mullen (Contracting Officer) 875-5393
- e. Office of Information Management (IM/TE/OT)  
P.O. Box 3050  
Warrenton, VA 22186  
Mr. Leonard A. Fenner 557-1834
- f. Bureau of Diplomatic Security  
Room 320A, SA-11  
Mr. Jeff Bozworth 204-6188

## **Transportation/Packing/Shipping/Storage (Household Effects)**

- a. Office of Transportation  
Room 1058, N.S.  
Mr. Christopher G. Mayers 647-2915
- b. Office of Acquisitions  
Room 528, SA-6  
Mr. Harry Lundy 875-6014

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\*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Mr. Kenneth Dugger, OPM, 632-6028, for information.

## **Word/Data Processing Supplies and Accessories**

Office of Information Management

Room 12B63, N.S.

Mr. D. Barry Leonard

647-7245

\* \* \* \* \*

For further information contact:

Mr. Robert A. Cooper, Jr.

Director, Office of Small and Disadvantaged

Business Utilization

Room 212, SA-6

Telephone: 875-6823

or

Mrs. Durie White

Assistant Director, Office of Small and

Disadvantaged Business Utilization

Room 210, SA-6

Telephone: 875-6824

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Telephone area codes: (202) for numbers beginning with 647 and 632 (703) for all others.

**State Department Foreign Service Posts  
That Operate Overseas Employee Associations**

<b>Location of Office</b>	<b>ZIP Code</b>	<b>Type of Office</b>
Abidjan, Cote d'Ivoire	20521-2010	Embassy
Accra, Ghana	2020	Embassy
Addis Ababa, Ethiopia	2030	Embassy
Alexandria, Egypt	6090	Consulate General
Algiers, Algeria	6030	Embassy
Amman, Jordan	6050	Embassy
Ankara, Turkey	7000	Embassy
Antananarivo, Madagascar	2040	Embassy
Asuncion, Paraguay	3020	Embassy
Athens, Greece	7100	Embassy
Bamako, Mali	2050	Embassy
Bangkok, Thailand	7200	Embassy
Banjul, The Gambia	2070	Embassy
Beijing, China	7300	Embassy
Belgrade, Yugoslavia	5070	Embassy
Bogota, Colombia	3030	Embassy
Bonn, Germany	7400	Embassy
Brasilia, Brazil	7500	Embassy
Brazzaville, People's Republic of Congo	2090	Embassy
Bridgetown, Barbados	3120	Embassy
Brussels, Belgium	7600	Embassy
Bucharest, Romania	5260	Embassy
Budapest, Hungary	5270	Embassy
Buenos Aires, Argentina	3130	Embassy
Bujumbura, Burundi	2100	Embassy
Cairo, Egypt	7700	Embassy
Canberra, Australia	7800	Embassy
Cape Town, South Africa	2480	Consulate General
Caracas, Venezuela	3140	Embassy
Colombo, Sri Lanka	6100	Embassy
Conakry, Guinea	2110	Embassy
Copenhagen, Denmark	5280	Embassy
Cotonou, Benin	2120	Embassy
Dakar, Senegal	2130	Embassy
Damascus, Syria	6110	Embassy
Dar es Salaam, Tanzania	2140	Embassy
Dhahran, Saudi Arabia	6310	Consulate General
Dhaka, Bangladesh	6120	Embassy
Dublin, Ireland	5290	Embassy
Frankfurt, Germany	7900	Consulate General
Freetown, Sierra Leone	2160	Embassy
Gaborone, Botswana	2170	Embassy
Geneva, Switzerland	5120	Branch Office

Georgetown, Guyana	20521-3170	Embassy
Guadalajara, Mexico	3280	Consulate General
Guangzhou, China	4090	Consulate General
Guatemala City, Guatemala	3190	Embassy
Guayaquil, Ecuador	3430	Consulate General
Hamburg, Germany	5180	Consulate General
Helsinki, Finland	5310	Embassy
Hong Kong, Hong Kong	8000	Consulate General
Islamabad, Pakistan	8100	Embassy
Istanbul, Turkey	5030	Consulate General
Jakarta, Indonesia	8200	Embassy
Jeddah, Saudi Arabia	6320	Consulate General
Karachi, Pakistan	6150	Consulate General
Kathmandu, Nepal	6190	Embassy
Khartoum, Sudan	2200	Embassy
Kigali, Rwanda	2210	Embassy
Kingston, Jamaica	3210	Embassy
Kinshasa, Zaire	2220	Embassy
Kuala Lumpur, Malaysia	4210	Embassy
Kuwait, Kuwait	6200	Embassy
La Paz, Bolivia	3220	Embassy
Lagos, Nigeria	8300	Embassy
Leningrad, USSR	5440	Consulate General
Libreville, Gabon	2270	Embassy
Lilongwe, Malawi	2280	Embassy
Lima, Peru	3230	Embassy
Lisbon, Portugal	5320	Embassy
Lome, Togo	2300	Embassy
London, England	8400	Embassy
Lusaka, Zambia	2310	Embassy
Madras, India	6260	Consulate General
Madrid, Spain	8500	Embassy
Managua, Nicaragua	3240	Embassy
Manila, Philippines	8600	Embassy
Mexico City, Mexico	8700	Embassy
Mogadishu, Somalia	2360	Embassy
Monrovia, Liberia	8800	Embassy
Montevideo, Uruguay	3360	Embassy
Montreal, Canada	5510	Consulate General
Moscow, USSR	5430	Embassy
Muscat, Oman	6220	Embassy
Nassau, Bahamas	3370	Embassy
New Delhi, India	9000	Embassy
Niamey, Niger	2420	Embassy
Nouakchott, Mauritania	2430	Embassy
Oslo, Norway	5460	Embassy
Ottawa, Canada	5480	Embassy
Ouagadougou, Burkina Faso	2440	Embassy

Panama City, Panama	20521-9100	Embassy
Paris, France	9200	Embassy
Port-au-Prince, Haiti	3400	Embassy
Port-of-Spain, Trinidad	3410	Embassy
Prague, Czechoslovakia	5630	Embassy
Pretoria, South Africa	9300	Embassy
Quito, Ecuador	3420	Embassy
Rabat, Morocco	9400	Embassy
Rangoon, Burma	4250	Embassy
Rio de Janeiro, Brazil	3090	Consulate General
Rome, Italy	9500	Embassy
San Jose, Costa Rica	3440	Embassy
San Salvador, El Salvador	3450	Embassy
Sanaa, Yemen	6330	Embassy
Santiago, Chile	3460	Embassy
Santo Domingo, Dominican Republic	3470	Embassy
Sao Paulo, Brazil	3110	Consulate General
Seoul, Korea	9600	Embassy
Singapore, Singapore	4280	Embassy
Sofia, Bulgaria	5740	Embassy
Stockholm, Sweden	5750	Embassy
Tegucigalpa, Honduras	3480	Embassy
Tel Aviv, Israel	9700	Embassy
Thessaloniki, Greece	5060	Consulate General
Tokyo, Japan	9800	Embassy
Toronto, Ontario, Canada	5530	Consulate General
Tunis, Tunisia	6360	Embassy
Vienna, Austria	9900	Embassy
Vientiane, Laos	4350	Embassy
Warsaw, Poland	5010	Embassy
Yaounde, Cameroon	2520	Embassy



## Mailing Address Form

A four-digit add on ZIP Code list for overseas posts is published in the *Key Officers of Foreign Service Posts* booklet (Department of State publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office. These additional four-digits must be added to the five-digit ZIP Code for overseas mail.

Administrative Officer  
(for Commissary Officer)  
American Embassy\*/Name of Post City  
Department of State  
Washington, D.C. 20521—0000

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\*Or Consulate General or Consulate, as appropriate.



## **Section B**

- **Memo to Small, Disadvantaged, and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**



## **Small, Disadvantaged, and Female Business (SD&F) Owners**

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P&S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under \$25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the Continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. If you are a participant in the Small Business Administration's 8(a) Business Development Program, please also complete the PROFILE sheet on page B-4.

When complete, please remit to:

Small/Minority Business Enterprise  
Coordinator  
M/SDBU, Room 212, SA-6  
Department of State  
Washington, D.C. 20522-0602

If there are any questions, please call Mr. Robert A. Cooper, Jr. or Mrs. Durie N. White on (703) 875-6823. Thank you for your interest in being of service to the Department of State.

Sincerely,

Robert Dickson  
Director, Office of  
Acquisitions

Enclosure:

Vendor File Data Sheet

# Vendor Survey Form

Contractor Establishment Code Number (9 Digits) \_\_\_\_\_

Parent Company CEC (if applicable) \_\_\_\_\_

Street Address \_\_\_\_\_

Telephone Number (999-123-4567) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Country \_\_\_\_\_

Company Contact \_\_\_\_\_

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
*Female-Owned Business	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

\*For Female-Owned business the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided.  
(Should this information not be available, please indicate below the type of goods or services provided by your firm.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PROFILE

8(a) FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PRIMARY SIC \_\_\_\_\_

\_\_\_\_\_ SECONDARY SICs \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PRINCIPAL'S NAME & TITLE: \_\_\_\_\_

DATE FIRM STARTED: \_\_\_\_\_

FIRM'S PROJECTION OF TOTAL SALES FOR 1990: \$ \_\_\_\_\_

BONDING CAPACITY:      SINGLE JOB    \$ \_\_\_\_\_  
(If Applicable)

AGGREGATE \$ \_\_\_\_\_

### ANNUAL SALES

### LARGEST SINGLE CONTRACT

1987      \$ \_\_\_\_\_      \$ \_\_\_\_\_

1988      \$ \_\_\_\_\_      \$ \_\_\_\_\_

1989      \$ \_\_\_\_\_      \$ \_\_\_\_\_

AVERAGE NUMBER OF EMPLOYEES: \_\_\_\_\_

STATEMENT OF PRIMARY PRODUCT OR TYPE(S) OF SERVICES:

MAJOR ACCOMPLISHMENTS/PAST CONTRACTS:

RESOURCES AVAILABLE:

PROFESSIONAL REFERENCES:

# **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

## **Directory of Directors and Women in Business Representatives (WIBR)**

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

<b>Departments</b>	<b>Women in Business Representatives</b>
Department of Agriculture 14th & Independence Ave., S.W. Room 127-W Washington, D.C. 20250 Telephone: (202) 447-7117 Attn: Ms. Joanne Jenkins Director, OSDBU	Ms. Belinda Ward (202) 447-7117
Department of Commerce 14th & Constitution Ave., N.W. Room 6411 Washington, D.C. 20230 Telephone: (202) 377-3387 Attn: Mr. James Maruca Director, OSDBU	Ms. Rosemary Mullany (202) 377-1472
Department of Defense The Pentagon—Room 2A330 Washington, D.C. 20307 Telephone: (202) 694-1151 Attn: Mr. Horace Crouch Director, OSDBU	Ms. Tracey Pinson (202) 697-1688
Department of the Air Force The Pentagon—Room 4C255 Washington, D.C. 20330 Telephone: (202) 697-4126 Attn: Mr. Anthony DeLuca Director, OSDBU	Mr. Pat Heller (202) 697-5373



Department of the Army  
The Pentagon—Room 2A712  
Washington, D.C. 20301  
Telephone: (202) 697-7753  
Attn: Mr. Daniel R. Gill  
Director, OSDDBU

Ms. Dora H. Thomas  
(202) 697-2868

Department of the Navy  
Building 5 Crystal Plaza  
Room 120  
Washington, D.C. 20360  
Telephone: (202) 692-7122  
Attn: Mr. Don Hathaway  
Director, OSDDBU

Ms. Janet Koch  
(202) 692-7122

Defense Logistics Agency  
Cameron Station  
Alexandria, VA. 22314  
Telephone: (703) 274-6471  
Attn: Mr. Raymond Dellas  
Director, OSDDBU

Department of Education  
330 C Street, S.W.  
Room 4329  
Washington, D.C. 20202-2410  
Telephone: (202) 732-4500  
Attn: Mr. Daniel Levin  
Director, OSDDBU

Department of Energy  
1000 Independence Ave., S.W.  
Room 1E061  
Washington, D.C. 20585  
Telephone: (202) 586-8201  
Attn: Mr. Leo Miranda  
Director, OSDDBU

Mr. Frank Shuler  
(202) 586-8998

Department of Health and Human  
Services  
200 Independence Ave., S.W.  
Room 513D  
Washington, D.C. 20201  
Telephone: (202) 245-7300  
Attn: Mr. Richard Clinkscales  
Director, OSDDBU

Ms. Angel Graves

Department of Housing and Urban  
Development  
7th & D Streets, S.W.  
Room 10226  
Washington, D.C. 20410  
Telephone: (202) 755-1428  
Attn: Ms. Elaine Dudley  
Acting Director, OSDDBU

Department of the Interior  
18th & C Streets, N.W.  
Room 2527  
Washington, D.C. 20240  
Telephone: (202) 343-8493  
Attn: Ms. Charlotte Spann  
Director, OSDDBU

Department of Justice  
10th & Pennsylvania Ave., N.W.  
Washington, D.C. 20530  
Telephone: (202) 724-6271  
Attn: Mr. Enos Roberts  
Director, OSDDBU

Department of Labor  
200 Constitution Ave., N.W.  
Room S-1004  
Washington, D.C. 20210  
Telephone: (202) 523-9148  
Attn: Mr. Walter Terry  
Director, OSDDBU

Department of State  
(Mailing Address)  
Room 212, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6823  
Attn: Mr. Robert A. Cooper, Jr.  
Director, OSDDBU

Department of Transportation  
400 - 7th Street, S.W.  
Washington, D.C. 20590  
Telephone: (202) 366-9750  
Attn: Ms. Alicia L. Casanova  
Director, OSDDBU/MRC

Ms. Doris Sanford  
(202) 343-4907

Ms. Elinor Geary  
(202) 724-6271

Ms. Katherine Lee  
(202) 523-9151

Mrs. Durie N. White  
(703) 875-6824

Ms. Pat L. Hodge  
(202) 366-1902

Department of the Treasury  
15th & Pennsylvania Ave., N.W.  
Room 1458 Main Treasury  
Washington, D.C. 20220  
Telephone: (202) 566-9616  
Attn: Ms. Debra Sonderman  
Small Business Program  
Manager, OSDBU

Department of Veterans Affairs  
810 Vermont Ave., N.W.  
Room 310  
Washington, D.C. 20420  
Telephone: (202) 376-6996  
Attn: Mr. Scott Denniston  
Director, OSDBU

Ms. Mary Ella Stormant  
(202) 376-6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

### **Independent Agencies**

ACTION  
1100 Vermont Ave., N.W.  
Suite 2101  
Washington, D.C. 20525  
Telephone: (202) 634-9150  
Attn: Ms. Margaret McHall  
Contract Specialist

Ms. Nancy Boss  
Director, Equal  
Opportunity Staff  
(202) 634-9312

Administrative Office of U.S.  
Courts  
719 - 13th St., N.W.  
5th Floor  
Washington, D.C. 20544  
Telephone: (202) 633-6239  
Attn: Mr. Paul R. Truell  
Chief, Procurement and  
Property Management  
Branch

Mr. Ralph Simons  
(202) 633-6299

AID  
(Mailing Address)  
TT-2, Room 1400A  
Washington, D.C. 20523  
Telephone: (703) 875-1551  
Attn: Mr. John L. Wilkinson  
Director, OSDDBU/MRC  
Office of Business Relations

Ms. Betty Briscoe  
(703) 875-1551

Civil Aeronautics Board  
1825 Connecticut Ave., N.W.  
Washington, D.C. 20428  
Telephone: (202) 632-8244  
Attn: Mr. Columbus D. Jude, Sr.  
Director, Office of  
Administrative Support  
Operation

Commodity Futures Trading  
Commission  
2033 K Street, N.W.  
Washington, D.C. 20581  
Telephone: (202) 254-9524  
Attn: Mr. Edward Jon Guss  
Director, Division of Management,  
Program and Evaluation

Ms. Patricia Landis  
(202) 254-9735

and  
Mr. Joseph F. Mink  
Director, Administrative Services  
Division  
Telephone: (202) 254-9524

U.S. Consumer Product Safety  
Commission  
1111 - 18th Street, N.W.  
Washington, D.C. 20207  
Telephone: (202) 492-6621  
Attn: Mr. David Schmeltzer  
Director, Office of Compliance

Mr. John Barrett  
(301) 492-6570

Environmental Protection Agency  
1921 Jefferson Davis Highway  
Crystal Mall #2, Suite 1108  
Arlington, VA. 20460  
Telephone: (703) 557-7777  
Attn: Mr. John M. Ropes  
Director, OSDDBU

Ms. Margie Wilson  
(703) 557-7305

Executive Office of the President  
Room 494, OEOB  
Washington, D.C. 20500  
Telephone: (202) 395-3314  
Attn: Mr. Bill Williams  
Acting Chief, Procurement  
and Contracts Branch

Export-Import Bank  
811 Vermont Ave., N.W.  
Room 1031  
Washington, D.C. 20571  
Telephone: (202) 566-8951  
Attn: Ms. Helene H. Wall  
Director, OSDBU

Farm Credit Administration  
490 L'Enfant Plaza  
Suite 4000  
Washington, D.C. 20578  
Telephone: (202) 755-2133  
Attn: Mr. Donald E. Wilkinson  
Governor

Ms. Mary Matthews  
(202) 755-4394

Federal Communications Commission  
1200 - 19th Street, N.W.  
Room 326  
Washington, D.C. 20033  
Telephone: (202) 634-1528  
Mailing Address:  
PO Box 33639  
Washington, D.C.  
20033-0639  
Attn: Mr. D. Kent Goodger  
Chief, Procurement Division

FDIC  
550 - 17th Street, N.W.  
Washington, D.C. 20429  
Telephone: (202) 389-4791  
Attn: Mr. Andrew Freimuth  
Director, Facilities  
Operations

Federal Home Loan Bank Board  
1700 G Street, N.W.  
Washington, D.C. 20552  
Telephone: (202) 377-6840  
Attn: Mr. Columbus Jude, Sr.  
Director, OSDBU

Federal Maritime Commission  
Washington, D.C. 20573  
Telephone: (202) 523-5911  
Attn: Mr. Ronald Murphy  
Director, Office of  
Management Services

Federal Mediation & Conciliation  
Service  
2100 K Street, N.W.  
Washington, D.C. 20427  
Telephone: (202) 653-5310  
Attn: Mr. Dan Funkhouser  
Director, Administrative  
Services

Federal Emergency Management  
Agency  
Federal Center Plaza  
500 C Street, S.W.  
Washington, D.C. 20472  
Telephone: (202) 287-3826  
Attn: Mr. Steve Goodman  
Director, Office of Acquisition,  
Management

Board of Governors' Federal Reserve  
System Procurement Section  
20th and Constitution Ave., N.W.  
Washington, D.C. 20551  
Telephone: (202) 452-3296  
Attn: Mr. James Kimmel  
Manager

Federal Trade Commission  
600 E Street, N.W., Suite 700  
Washington, D.C. 20580  
Telephone: (202) 326-2258  
Attn: Ms. Jean Sefchick  
Director, OSDBU

Ms. Barbara Lorette  
(202) 326-2257



Foreign Claims Settlement  
Commission of the United  
States

1111 - 20th Street, N.W.  
Washington, D.C. 20579  
Telephone: (202) 653-6159  
Attn: Mr. Raymond Bell  
Chairman

General Services Administration  
18th and F Streets, N.W.  
Room 6013  
Washington, D.C. 20405  
Telephone: (202) 566-1021  
Attn: Mr. John F. Wynn, Jr.  
Director, OSDBU

Ms. Darlene Gauer  
(202) 566-1021

U.S. Information Agency  
301 4th St., S.W.  
Donohoe Building, Room 3728  
Washington, D.C. 20547  
Telephone: (202) 475-6431  
Attn: Mr. Mike Green  
Director, OSDBU

Interstate Commerce Commission  
12th and Constitution Ave., N.W.  
Room 3123  
Washington, D.C. 20423  
Telephone: (202) 275-7597  
Attn: Mr. Dan King  
Deputy Director, Office of  
Public Assistance

National Aeronautics and Space  
Administration  
FB-10B-Code K  
600 Independence Ave., S.W.  
Room 116  
Washington, D.C. 20546  
Telephone: (202) 453-2087  
Attn: Mr. Eugene Rosen  
Director, OSDBU

National Endowment for the Humanities  
1100 Pennsylvania Ave., N.W.  
Room 405  
Washington, D.C. 20506  
Telephone: (202) 786-0233  
Attn: Mr. Terry Ellis  
Contract Specialist



National Labor Relations Board  
1717 Pennsylvania Ave., N.W.  
Washington, D.C. 20570  
Telephone: (202) 254-9200  
Attn: Mr. Ernest Russell  
Director, OSDBU

Ms. Paula Roy  
(202) 634-1991

National Science Foundation  
1800 G Street, N.W.  
Washington, D.C. 20550  
Telephone: (202) 357-9666  
Attn: Mr. Donald Senich  
Director, OSDBU

Nuclear Regulatory Commission  
Room 7217 MNBB  
Washington, D.C. 20555  
Telephone: (202) 492-4665  
Attn: Mr. William B. Kerr  
Director, OSDBU

Mr. Harris Coleman  
(202) 492-4665

Office of Personnel Management  
1900 E Street, N.W.  
Room 1342  
Washington, D.C. 20415  
Telephone: (202) 632-6274  
Attn: Mr. Thomas Whiteford  
OSDBU, DMD Division

Ms. Barbara Boenheim  
(202) 632-4791

Peace Corps  
806 Connecticut Ave., N.W.  
Room P 300  
Washington, D.C. 20526  
Telephone: (202) 254-3513  
Attn: Mr. Joseph Radford  
Director of Contracts

Ms. Kim Randall  
(202) 254-3513  
Ms. Barbara Hicks  
(202) 523-3726

U.S. Government Printing Office  
North Capitol and H Streets, N.W.  
Room A 332  
Washington, D.C. 20401  
Telephone: (202) 275-2470  
Attn: Mr. Robert Ramsey  
Chief, General Procurement

Mr. Tom Hughes  
Director  
Materials Management  
Service  
(202) 275-2701

U.S. Postal Service  
475 L'Enfant Plaza West, S.W., Room 4131  
Washington, D.C. 20260-6201  
Telephone: (202) 268-4633  
Attn: Ms. Juanda Barclay  
General Manager  
Procurement Policy Division

Railroad Retirement Board  
2000 L Street, N.W., Suite 558  
Washington, D.C. 20036  
Telephone: (202) 653-9540  
Attn: Mr. John C. Ficerai  
Director, OSDBU

Small Business Administration  
Office of Women's Business  
Ownership  
1441 L Street, N.W.  
Room 414  
Washington, D.C. 20416  
Telephone: (202) 653-8000  
Attn: Ms. Lindsay Johnson  
Director

Smithsonian Institution  
955 L'Enfant Plaza, S.W.  
Suite 3120  
Washington, D.C. 20024  
Telephone: (202) 287-3343  
Attn: Mr. Robert P. Perkins  
Director, Office of Supply  
Services

Mr. Robert Lewin  
(202) 287-3343

Tennessee Valley Authority  
1000 Commerce Union Bank Bldg.  
Chattanooga, Tennessee 37401  
Telephone: (615) 751-6267  
Attn: Mr. Frank E. Alford  
Director, OSDBU

## **Section C**

- **Subcontracting Opportunities**



## **Possible Prime Contractors Offering Subcontracting Opportunities**

## **Subcontracting Opportunities Available**

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities:

American Communications Company  
Division American Systems, Inc.  
7535 Little River Turnpike  
Annandale, VA 22003  
Contact: Mr. Tim Ramp, Purchasing  
Agent (703) 968-6300

Various subcontract  
opportunities

American Management Systems, Inc.  
1777 North Kent Street  
Arlington, VA 22209  
Ms. Julie Evans, Contract Administrator  
(703) 841-6191

Various opportunities  
related to data processing

The Asia Foundation  
550 Kearney Street  
San Francisco, CA 94119  
(415) 982-4640

Brunswick Corporation  
Defense Division  
2000 Brunswick Lane  
DeLand, FL 32724  
A. W. Brocious (904) 736-1700

MS hardware, wire,  
electronic components,  
etc.

Burle Industries, Inc.  
attn: F.D. Kell, Product Division or  
J.S. Hornick Tube Division  
1000 New Holland Avenue  
Lancaster, PA 17601-5688  
(717) 295-6000

Various subcontract  
opportunities

Construction Management Assoc.  
10041 Carnegie, Ste. A  
El Paso, TX 79925  
Robert Ortega, Pres. (915) 594-2890

Construction of the new U.S.  
Embassy, La Paz, Bolivia

Dillingham Construction  
International, Inc.  
5960 Inglewood Drive  
P.O. Box 1089  
Pleasanton, CA 94566-4071  
Mr. J.W. Dixon (415) 463-3300

New office building annex,  
Tegucigalpa, Honduras

Dyncorp  
2000 Edmund Halley Drive, 4th Floor  
Reston, VA 22091  
Mr. Fred Clark, V-P, Support Services  
(703) 264-9260

Electrospace Systems, Inc.  
1301 East Collins Blvd.  
P.O. Box 831359  
Richardson, TX 75083-1359  
Mr. Dennis Quire (714) 231-9303

Federal Cartidge Company  
900 Ehlen Drive  
Anoha, MN 55303  
Rick Bennett, Purchasing Mgr.  
(612) 421-7100

General Electric  
Mobile Communications Div.  
Mountain View Road  
Lynchburg, VA 24502-9989  
Mr. Mark Burford (804) 528-7886

General Electric Co.  
3 Parkridge Blvd.  
Reston, VA 22091  
(703) 569-3222

Halifax Engineering, Inc.  
5250 Cherokee Avenue  
Alexandria, VA 22312  
(703) 750-2202

Harbert International, Inc.  
1 Riverchase Parkway, South  
Birmingham, AL 35201  
Mr. Claude Roberts (205) 987-5500

Hays Systems, Inc.  
2000 M St., N.W.  
Washington, D.C. 20036  
(202) 223-3703

Continuous upgrade of  
security and fire safety  
equipment at worldwide  
posts

Electronic components,  
cables, switches, power  
supplies, etc.

Various subcontracting  
opportunities (Std.  
commercial plan)

Commercial Plan (Govern-  
ment -wide) moving storage  
and installation, security  
services, data entry, printed  
circuit boards, die castings,  
travel agency services

Various subcontract  
opportunities

Various subcontract  
opportunities

Various subcontracting  
opportunities related to con-  
struction of new U.S.  
Embassy, Pretoria,  
South Africa



IBM Corporation  
National Federal Marketing  
6705 Rockledge Drive  
Bethesda, MD 20817  
(301) 564-2894

IFR Systems, Inc.  
10200 West York St.  
Wichita, KS 67215-8935  
Mr. David C. Orpin (316) 522-4981

ITT Defense Communications  
492 River Road  
Nutley, NJ 07110  
(201) 284-4475

Jaycor  
1608 Spring Hill Rd.  
Vienna, VA 22180-2270  
Mr. William Raines (703) 847-4000

J.A. Jones Construction Co.  
6060 St. Albans Street  
Charlotte, NC 28287  
Mr. Robert Goodpasture (704) 553-3000

Ogden Allied Eastern Maintenance  
Two Pennsylvania Plaza  
New York, NY 10121

Pinkerton Computer Consultants, Inc.  
1900 No. Beauregard St., Ste. 200  
Alexandria, Virginia 22311  
Mr. James Craig  
(703) 820-5571

Planning Research Corporation  
Room 6W3  
1500 Planning Research Drive  
McLean, Virginia 22102  
Attention: Ms. Faye Beales  
(202) 556-1537

Price Waterhouse  
1801 K Street, N.W.  
Washington, DC 20006  
Attention: Ms. Paula Nichols  
(202) 524-1188

Various subcontract  
opportunities

Electronic components, radio  
frequency crystals, crystals  
filter, transformers, labels,  
printed circuit boards,  
switches, fuses, microwave  
components.

Various subcontract  
opportunities

Various subcontract  
opportunities related to  
construction of a new U.S.  
Embassy, San Salvador,  
El Salvador

Various subcontract  
opportunities related  
to building maintenance

Various subcontract  
opportunities

Standard Supplies; ADP

Administrative support, in-  
cluding graphic services,  
audio-visual services,  
printing/reproduction  
services, ADP support,  
training methods support

Sverdrup Corporation  
Embassy Task Group  
1500 Wilson Boulevard, 7th Floor  
Arlington, VA 22209-2454  
Mr. Kent Steele  
(703) 875-9626 or 875-9673

TRW  
Systems Division  
7600 Colshire Drive  
McLean, VA 22102  
(703) 876-8289

Tumi International, Inc.  
9308 N.W. 13th Street  
Miami, FL 33172  
(305) 591-2419

Wang Laboratories  
7500 Old Georgetown Rd., 1250 N  
Bethesda, MD, 20814  
(301) 657-5000

Xerox Corporation  
250 North Halstead St.  
Pasadena, CA 91109  
Mr. Doug Madrigal  
(818) 351-2351

H.B. Zachry Company  
General Contractors  
527 Logwood Drive  
San Antonio, TX 78221-0130  
Mr. John Withers (512) 922-1213

Prime and subcontracting  
opportunities related to  
overseas building design and  
construction

Various subcontract  
opportunities

Various subcontract  
opportunities related to  
consolidated receiving  
point

Electrical parts

Construction of staff housing,  
Riyadh, Saudi Arabia

## **Section D**

### **Some Contacts for Trade and Investment-Related Issues**



# Some Contacts for Trade and Investment-Related Issues

## Department of State

Commercial Affairs	—Thomas Robinson	(202) 647-1683
Investment Affairs	—Stephen R. Gibson	647-1128
Development Finance	—Stephen Ecton	647-9426
East-West Trade	—Alan Parker	647-2875
Trade Policy	—Don McConville	647-2320

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory which can be accessed on (202) 647-5225.

## Department of Commerce

### Deputy Assistant Secretary

for Services	—Linda Powers	(202) 377-5261
--------------	---------------	----------------

### Country Marketing:

Western Europe	—Peter Hale	377-5341
----------------	-------------	----------

### Eastern Europe

and Soviet Affairs	—Suzanne Lotarski	377-1104
--------------------	-------------------	----------

Africa	—Jeffrey Greenblum	377-2175
--------	--------------------	----------

Near East	—Carl Reiner	377-4441
-----------	--------------	----------

South Asia	—Richard Harding (Acting)	377-2954
------------	---------------------------	----------

### Mexico and Carib- bean Basin

—Timothy Ashby	377-5327
----------------	----------

South America	—Peter B. Field	377-2436
---------------	-----------------	----------

### People's Republic of China and

Hong Kong	—Christine Lucyk	377-5527
-----------	------------------	----------

Japan	—Maureen Smith	377-4527
-------	----------------	----------

Investment Policy	—Martin Kohn	377-8053
-------------------	--------------	----------

Publications	—Thomas Weatherspoon	377-5487
--------------	----------------------	----------

Foreign Commercial Service	—Theodore Rosen	377-8300
----------------------------	-----------------	----------

Export Licensing Information*		377-4811
-------------------------------	--	----------

## Agency for International Development

Business Relations	—John Wilkinson	(703) 875-1551
--------------------	-----------------	----------------

## Overseas Private Investment

Corporation	—Clark Fisher	(202) 457-7069
-------------	---------------	----------------

Export-Import Bank	—Jeni B. Falkiewicz	(202) 566-8990
--------------------	---------------------	----------------

U.S. Trade Representative	—Mollie Van Heuven	(202) 395-6120
---------------------------	--------------------	----------------

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\*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644(licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.





## **Section E**

- **Other Department of State Subscriptions**



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